

***eTIGER* Teacher Access**

eTIGER was designed to have Career-Technical Education (CTE) teachers manage their own class information online. All CTE teachers will be able to log in to *eTIGER* and report their class information. The teachers included in *eTIGER* currently are based on the EIS Fall class enrollment information of each school year. It is CTE Directors' responsibility to update the most current CTE teacher list to the State to set up the necessary teacher access to *eTIGER* and pass the userid and password to each CTE teacher.

Update CTE Teacher Security Access

- Log in as *eTIGER* "CTE Director". (Select "*eTIGER*" at Selection Application screen.)
- Click "District Teacher List" under "Utilities" at the left panel.
- Select "**Instructor in Application Security**" then click "Generate List".
- A list of CTE teachers with "UserID" and "Teacher License Number" (TL#) will be displayed. Teachers listed here are allowed to log in to *eTIGER* with the assigned userid and a given password (CTE directors will obtain passwords of every teacher account from State). (Do remind teachers to change their password while logging in the first time to *eTIGER*.)
- You may add or exclude a teacher from the *eTIGER* access list. Email this teacher's first and last name with TL# to Donna Tiesler at Donna.Tiesler@state.tn.us. She will inactivate (can't remove) the teacher or add the teacher to your list. (Allow 2-3 days to show up on the "Instructor in Application Security".)
- Before emailing Donna, check the added teacher with the list at "**Instructors in *eTIGER***".
 - If the teacher is listed with SS# and TL#, verify the name and TL# (need to be consistent for both lists).
 - If the teacher is listed only with SS# but no TL#, please click the teacher's name to add in the TL# at "Instructor Information" screen and save this record.
 - If the teacher is not in the list, click "Add Instructor" under "Class/Course Roster" to add this teacher in *eTIGER*. (It will be displayed on the "Instructor in *eTIGER*" list.)
- For those teachers you updated the TL# or added in *eTIGER*, email the list with their accurate name and TL# to Donna to set up the access accounts for them in *eTIGER*.

Now you have completed the update of the CTE teacher *eTIGER* accessible list.